



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Board of
Long Term Health Care Administrators**

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Continuing Education Guidelines

Nursing Home Administrator

Community Residential Care Facility Administrator

Dual Nursing Home and Community Residential Care Facility Administrator

Requirements

Continuing Education (CE) is a requirement of renewal per S.C. Regulation 93-200. **The annual renewal/CE cycle is from July 1 to June 30.**

Per SC Regulation 93-200(D), licensees must obtain the following hours each renewal cycle:

License Type	Total Number of Hours
Community Residential Care Facility Administrator	18
Nursing Home Administrator	20 <i>*5 hours must be in patient care</i>
Dual Nursing Home and Community Residential Care Facility Administrator	29 <i>*5 hours must be devoted to community residential care</i>

Licensees shall earn CE credits at the rate of one (1) CE credit hour for each one (1) contact hour of planned program of teaching-learning (SC Regulation 93-50(B)). The number of CE hours approved will be to the highest full hour unit (3.75 hours = 3 hours accepted). Credit is not given for partial hours.

Licensees may obtain no more than half of the continuing education hours from pre-recorded, NAB-approved online courses. In-person educations is met by either physical attendance or live-streamed webinar of National Association of Long Term Administrators Board (NAB) or Board-approved courses.

Carry-over: Continuing Education Hours for any board-approved program may be carried forward, in their entirety, if they are in excess of that required for any licensure period. Such carryover hours must represent the total earned during the continuing education program and must be used during the following licensure period.

CE Course Criteria

Prior to taking a course, licensees are encouraged to confirm the course has been approved by the Board or NAB. A listing of the NAB-approved courses can be found on their CE Registry at <https://www.nabweb.org/continuing-education>. Courses approved by the Board will be given a CE Broker course number. It is the responsibility of the CE Provider to either upload a list of course attendees to CE Broker or provide licensees with documentation of course completion. All courses must fall into one or more of the NAB's Domains of Practice for Long Term Care Administrators, <https://www.nabweb.org/nab-domains-of-practice-2>.

First Time Licensee Renewals

Licensees renewing for the first time are responsible for completing the below pro-rated hours for licensure renewal:

License Type	License Issued April – September	License Issued October - December	License Issued January - March
Community Residential Care Facility Administrator	18	14	10
Nursing Home Administrator	20	15	10
Dual Nursing Home and Community Residential Care Facility Administrator	29	22	15

CE Reporting

Licensees

All licensees are provided a free CE Broker Basic Account and may activate the account by visiting <https://cebroker.com/sc/plans>. Licensees are responsible for ensuring their courses are reported accurately and maintain tracking of their CE completion.

For NAB-approved courses, licensees may submit the course directly in CE Broker. Course verifications must include the date of the course, provider's name, course title, CE hours earned, and proof of NAB approval. A formal certificate or documentation of attendance is required for approval. A handwritten list of courses does not suffice as 'official documentation of attendance,' nor does a copy of a registration badge, a meeting program, or a cancelled check.

Non-NAB-approved courses may be submitted via CE Broker by completing the CE Course Application – Administrator Submission. Application must include course promotional materials, course schedule showing clock hours, abbreviated vitae of all faculty, copy of certificate of attendance, and \$15.00 processing fee. If approved, licensee will be notified within the CE Broker system.

CE Sponsors

Sponsors seeking Board approval of courses must submit the CE Course Application – Sponsor Submission within the CE Broker system. Providers may register as a CE Broker Provider at <https://cebroker.com/providers>.

Audit

The Board may, at any time, randomly audit an individual or a percentage of licensees to determine compliance with CE requirements. Upon notice of such audit, licensee will be given thirty (30) days in which to provide satisfactory proof of compliance. A licensee who fails to provide satisfactory proof of compliance or fails to respond to an audit request is deemed non-compliant and may result in disciplinary action by the Board. The Board may, in its discretion, grant licensee an extension in which to comply. A CE audit conducted during the course of an investigation is considered part of the investigation and does not fall under this policy.